

## MBCON Dosage Competency Guidelines

Effective Spring 2022

The following guidelines are to provide information and assistance to MBCON students on their Dosage Competency exam. MBCON dosage competency exams are required by all students each semester except first semester juniors who will demonstrate drug computation competency throughout the semester. First semester junior students will demonstrate dosage competency per the course syllabus.

- Competency for second semester juniors is 90% accuracy.
- Competency for first semester seniors is 95% accuracy.
- Competency for second semester seniors is 100% accuracy.

The program based dosage competency exams are separate from individual course requirements and will be administered separately from course exams. The exam is timed - maximum of one hour. Calculators are allowed via the testing computer when administered electronically and the competency exam may be administered via paper & pencil, via the computer or a combination of the two.

A grade of pass or fail will be recorded in the student's file with a passing score reflecting competency. Depending on the schedule, computation competency exams may be administered outside of class times; or they may be within campus orientation times. Students may take the competency exam three (3) times in order to receive a passing grade but each test will be different. **Successful dosage competency requirement must be met before the student can attend any clinical.**

### Computer Requirements

A laptop with camera accessibility (not chromebook) is needed to take computerized exams. Loaner laptops may be available through the Information Technology (IT) dept. also referred to as the Help Desk.

**Testing Center** If a personal laptop or loaner laptop cannot be obtained, arrangements can be made to take the exam in an alternate testing environment such as the testing center or HEC testing lab. Arrangements must be communicated to Dr. Cook at [tcCook@uscupstate.edu](mailto:tcCook@uscupstate.edu) at least 72 hours prior to the exam date.

**Webcam** For laptops without camera accessibility, webcams can be obtained by contacting Tracey Bourgoin at [tbourgoin@uscupstate.edu](mailto:tbourgoin@uscupstate.edu) or 864-503-5444. Request for webcams need to be made at least 72 hours in advance prior to the exam date.

If you purchase or use a different computer at any point throughout the semester, you'll need to follow the same steps to download Respondus Lockdown Browser.

### System Requirements

- Windows: 10, 8, 7
- Mac: MacOS 10.12 or higher
- iOS: 11.0+ (iPad only)

- Memory: Windows – 75 MB permanent space on the hard drive; Mac: 120 MB permanent space on the hard drive
- Webcam (required for Respondus Monitor)

### **Respondus Lockdown Browser, Respondus Monitor, and "Technology Practice Test"**

In order to take the drug competency exam, you will need to download Respondus Lockdown Browser with Respondus Monitor on your computer. Respondus Monitor requires a working webcam on your device. If you already have the most current version of Respondus LockDown Browser downloaded on your computer, skip the rest of this section and go to the section titled "Technology Practice Test". If you have never used Respondus Lockdown Browser and do not currently have it installed on your computer, please watch [Overview of Respondus LockDown Browser](#). (approx. 2 minutes). A student quick start guide can be accessed [here](#).

Students will complete the technology practice exam in Respondus Lockdown browser at least **1 week prior to the exam** and notify IT of technical issues at (864) 503-5257. **Completion of the practice exam will serve as the student's entrance (access) to the exam.** You may not be allowed to take the exam without taking the technology practice exam first. Failure to complete the practice exam may result in delays in accessing your exam attempt. INSPIRE faculty will be responsible for checking for student completion of the practice exam.

Unresolved issues should be directed to Dr. Jenkins at 864-503-5441.

Directions for downloading Respondus Lockdown Browser can be downloaded [here](#) (if the previous link doesn't work, go to the following link.

<https://download.respondus.com/lockdown/download.php?ID=943743695>

After you have completed the on-screen instructions for the download process, you will see the Lockdown Browser icon on your desktop.



#### **I. Technology Practice Test**

- a. Double-click on the "LockDown Browser" icon (For Mac users, launch "LockDown Browser" from the Applications folder). If you are prompted to close a blocked program, choose Yes.
- b. Next, go to the MBCON Student Blackboard site and select the Testing tab. There is a 'Technology Practice Test' available so that you can go through the process of taking an exam (practice and non-graded) using Respondus Monitor.
- c. Prior to clicking on the test:
  - i. Select a location (in your home or elsewhere) where you won't be interrupted
  - ii. Since this is a practice test for technology purposes only, it does not include 'real' test content. There will be 3 items and 3 minutes allowed (please make sure you know how much time is allotted before starting any test).

- iii. Turn off all mobile devices, phones, etc. and make sure they are not within reach during testing (also turn off any devices such as the television or radio that produce sound).
- iv. Clear your area of all external materials – books, papers, other computers, or devices
- v. Remain at your desk or workstation for the duration of the test
- vi. A calculator will be available in the toolbar during the exam (do not access any other calculators during testing)
- vii. During the environmental scan, you should hold your computer in the middle of the room, moving computer in a slow up and down (floor to ceiling motion), scanning from the left side of the room to the right side of the room. The camera should also show under the desk or table. Please watch the brief video below on a proper environmental scan.  
<https://www.youtube.com/watch?v=6uJDTJcjnHE>
- viii. Once you select the Technology Practice Test, you will begin the Startup Sequence.
  1. Webcam check. Follow the directions provided.
  2. Read additional instructions
  3. Read guidelines + tips
  4. Complete the Student Photo Step
  5. Show your ID (driver’s license or university ID)
  6. Complete the environment check
  7. Complete the Facial Detection Check

This practice exam will require a password. When prompted, enter the password and begin the practice test (only three items so you can see how the process works). **The password is MBSON.** For the practice test, the password is also posted in the description.

For drug competency exams, faculty will provide the password.

**II. Reliable Internet Access-** If your access or quality of internet is affected by the number of devices connected to the internet at one time, it is recommended that all other devices are disconnected during testing or identify another location (ex. campus library) that has better internet access.

**III. Troubleshooting-**

- a. If you experience technical issues during the download process or with accessing Respondus LockDown Browser, please contact the Help Desk at (864) 503-5257. If technical issues are not resolved, students can come to campus to check-out a loaner laptop from IT.
- b. If you experience technical issues during the drug competency exam, please verbalize to the camera your problem and that you will be contacting IT at (864) 503-5257. You must contact them via phone and be in view/audio of the camera. Note the time and person

you spoke with. If the problem is resolved, you may continue the exam. If the problem continues beyond contacting IT, you must contact Dr. Jenkins at (864) 503-5441.

- c. After you have completed the exam, notify Dr. Jenkins of your problem via phone at (864) 503-5441. If there is no answer, you **MUST** leave a detailed message indicating the status of your problem (**resolved or remains unresolved**).

#### IV. Testing Format

- a. The test will consist of 20 questions and assess a generalist nursing knowledge in the following content areas:
  1. Junior level
    - a. Oral
    - b. Injections
    - c. Weight Based calculation
    - d. Reconstitution
    - e. Nursing judgement- assessing the 6 patient rights
  2. Senior level
    - a. Same as junior level
    - b. ml/hr
    - c. gtt/min
- b. Rounding requirements will be stated in the question and worded as taught in Pharmacology. (Ex: Round to the tenths, hundredths, place)
- c. Key words will be **bolded** such as most, priority, best, etc...
- d. Answers will be **numerical only**. Units will be provided.
- e. ATI rounding rules and conversions will be followed for all drug calculations.

#### V. Scratch Paper

Scratch paper is for student use only. Answers on a scratch paper do not replace answers provided in the computer. Answers submitted are the final answer accepted.

- a. Must be blank on both sides.
- b. You will need to show your paper to the camera before starting the first question (you can do this during the "environmental check").
- c. Before submitting the final question, you will need to show your full paper to the camera. After showing your paper to the camera, you will need to shred your scratch paper in front of the camera prior to submitting the exam. It is recommended that you use a dark ink so it is visible to the camera.
- d. Exam directions will include to discard scratch paper by ripping it in pieces before submitting the exam.

#### VI. Student Review resources

- a. INSPIRE dosage competency module series will be the primary resource for reviewing/preparing for drug competency exams.
- b. The INSPIRE modules can be accessed through the MBCON student Blackboard page (NAR).
- c. The INSPIRE resources include video of dimensional analysis and practice problems.

**VII. Unsuccessful attempt/Remediation Requirements**

- a. Students who are unsuccessful on their first attempt are required to complete remediation *prior* to their second attempt.
- b. Students who require remediation will receive a referral for remediation to INSPIRE. The notification will come via email. Students should expect to receive an email from the designated INSPIRE faculty within 24 hours. If an email is not received within 24 hours from the exam date, please contact Dr. Cook at [tcook@uscupstate.edu](mailto:tcook@uscupstate.edu).
- c. The second exam attempt will be *at least* 3 days from first exam attempt.
- d. If a student is unsuccessful after the second attempt, the student will be given additional remediation in the simulation center. Using a checklist, students will demonstrate competence in the simulation center. After remediation and simulated demonstration is complete, the students will be given a **third and final attempt** to take the dosage competency exam.
- e. Students who fail to meet the drug competency policy must withdraw from both class and clinical co-requisite courses.

**VIII. Grades**

- a. The exam grade will not be immediately available.
- b. Grades will be released *within* 12 hours of the exam end time.
- c. Grades are delayed to allow time for a faculty review and analysis of the exam attempts.
- d. All red flagged video monitoring will be reviewed by a drug competency taskforce faculty.